

# Job Description: Faith Services Team Leader



Function: Sodexo Justice Services	
Position: Team Leader Faith Services	
Job holder: New in post	
Date	
Immediate manager Rehabilitation UM	
Additional reporting line to: Head of Rehabilitation	
Position location: HMP Addiewell	

## 1. Purpose of the Job – State concisely the aim of the job.

To lead and manage the multi-faith team and provide for the religious and pastoral care of prisoners and staff in their own faith tradition, and appropriate pastoral care for all irrespective of faith tradition.

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region	Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc	
		Net income growth:	tbc							
		Cash conversion:	tbc							
Characteristics    ▪    Add point										

## 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

Head of Rehabilitation

Rehabilitation Unit Manager

Faith Services Team Leader

**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Chair any Faith Services team meetings
- Facilitate all faiths in the prison; ensure that prisoners can have contact, should they wish, with their faith representative(s)
- Be responsible for managing the protocols for marriage/ civil partnership ceremonies where these take place within the prison

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- To lead the prison Faith Services team
- Provide personal, moral and spiritual guidance and support for prisoners and staff
- Ensure that any and all procedures relating to faith provision are met.
- To engender and foster an awareness, understanding and acceptance of multi-faith and multi-cultural needs across the Faith Services team and the prison as a whole
- Assist with resettlement processes and give advice and support
- Develop and maintain links with faith communities, particularly those in prisoners' home areas
- Treat others with respect, dignity and decency
- Responsible for arranging and leading worship for own faith community
- Provide expert faith advice within establishment and be responsible for supporting the establishment in ensuring faith groups observe their religious holy days and festivals
- Acquire and distribute appropriate religious literature, supplies and materials.
- Responsible for leading on developing relationships with various support and volunteer groups
- Responsible for the contact strategy with outside faith based agencies to help with the resettlement of prisoners
- Responsible for ensuring input into, and contributing to, safeguarding, allocations, referrals and inductions as appropriate.
- Responsible for ensuring, and contributing to, supporting prisoners in dealing with bereavement by liaising with families/prisoners and other third parties e.g. hospitals
- Plan, organise hospital visits, weddings, funerals, memorial services, where appropriate
- Responsible for ensuring the involvement of the Faith team in resettlement issues as appropriate, and engage and build contacts with own faith community towards aiding the resettlement of offenders
- Ensure appropriate training for Faith Volunteers; nurture Volunteers in their contribution

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Improve the Opportunities for available for prisoners to engage with Faith Services
- Participate in Integrated Case Management Meetings where applicable
- Prisoners are cared for with humanity, with the prevention of incidents of violence, suicide and self-harm
- Prisoners are provided with a range of opportunities to reduce re-offending and change their lives for the better.
- Prisoners of all faiths will be supported via various methods.

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Appropriate experience in the delivery of religious services, ideally in a custodial environment that reflects the necessitation's of the predominant faiths of the prisoner population
- Be an outstanding communicator with highly developed influencing skills
- Be innovative and forward thinking
- Have a proven high level of professionalism and competence in religious leadership to bring to the role
- Will have proven experience and skills in pastoral care and pastoral leadership, including crisis events
- Must have working knowledge of other faiths represented within a prison to enable them to work in a multi faith environment.
- Be a focused and dynamic team player, who can adapt very rapidly to changing priorities and circumstances
- Promote, understand and ensure compliance with all Sodexo Justice Services policies and procedures

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

Growth, Client & Customer Satisfaction / Quality of Services provided  
 Leadership & People Management  
 Innovation and Change  
 Learning & Development  
 Brand Notoriety  
 Employee Engagement

**9. Management Approval** – To be completed by document owner

Version	Version2	Date 10/11/2021	
Document Owner	Steven Little, Rehabilitation Unit Manager		

**10. Employee Approval** – To be completed by employee

Employee Name		Date	
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